

9 MAR 1978

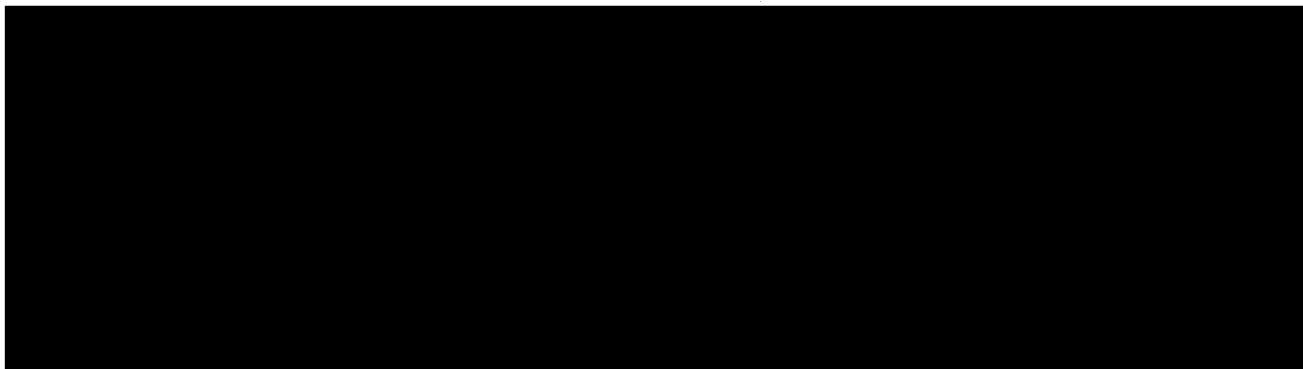
MEMORANDUM FOR: Deputy Director for Administration

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FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 10 March 1978

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2. (U) Minority Job Fair: On 1 March 1978, Recruiters [REDACTED] attended a minority job fair at the University of Tennessee. They report the fair was quite successful. Sixty (60) employers and graduate schools were represented and some 300 students were in attendance. Both recruiters were well received by the placement coordinators as well as the students. About 55 students were interested in discussing employment opportunities in the Agency. [REDACTED] commented that unlike the job fair he attended at Howard University's Law School on 17 and 18 February, UT's employment fair was well organized. Contacts were made with a good number of impressive candidates. 25X1A

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3. (U) Engineer Recruitment: Recruiter [REDACTED] reports that his recent visit to Texas A&M with [REDACTED] of the Office of Development and Engineering to recruit engineers was productive. One problem, however, was that a disproportionate number of applicants turned out to have BSET (Engineering Technology) degrees. The BSEE (Electrical/Electronic Engineering) is the major most sought by Agency components. 25X1A

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CL BY 012752
May be downgraded
to CONFIDENTIAL
when separated from
attachment.

4. (U/AIUO) Clerical Employees: Clerical Staffing Branch entered on duty a total of 33 employees for the month of February, eight of whom were part-time and two were WAE. Former employees accounted for seven of the 33, and 10 were Agency dependents or relatives.

5. (U) Regulations and Notices: The following were forwarded to Regulations Control Branch:

- Headquarters Notice on Reporting Foreign Gifts and Decorations.
- Comments on proposed HR [REDACTED] EEO Program.
- Response to DDO comments on proposed HR and [REDACTED]

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6. (U) Legislation: We reviewed Titles I and IV of S 2525, Charter Legislation and prepared comments for DDA response to the Office of Legislative Counsel.

7. (U/AIUO) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 101 persons to go by 30 June, 23 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	8 (0)	13 (2)	21 (2)
Signed to go	24 (5)	56 (16)	80 (21)
Total	32 (5)	69 (18)	101 (23)

8. (C) Reaffirmation - CIARDS: The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

- Memoranda Sent [REDACTED]
- Returned [REDACTED]
- Elected to return to CSRS 15

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9. (U/AIUO) External Placement Assistance:

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a. [REDACTED] Vice President, Technology for the [REDACTED] visited Washington last week to discuss employment possibilities with one of Retirement Counseling Employee Assistance Branch's (RCEAB) clients. As of this date, [REDACTED] has interviewed a total of four clients for the position in question.

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b. To date, 84 employees on the Operations Directorate reduction list have asked for employment assistance. Thirty-nine (39) of them remain active clients while 27 are considered inactive. The inactive client is one who has not recontacted RCEAB after the initial interview and is presumed not to want or need further assistance at this time. For example, the employees may not be leaving or retiring from the Agency for six months or more and are not yet ready to mount an intensive job search. Others may have good annuities and do not see an immediate need to job hunt or have been reassigned within the Agency.

10. (U) Suggestion Box: One two-part suggestion was received this week. The first portion was directed to Incentive Awards Branch for consideration; the second portion was directed to Logistics Services Division. The total number of suggestions received since the program began on 15 June 1977 is 46.

11. (U/AIUO) Position Study: We are developing Agency-wide statistics on procurement type positions; i.e., Procurement Analysts, Contract Officers, Contract Negotiators, etc. This data will be used in evaluating and recommending changes in occupational titles, series and definitions.

12. (U/AIUO) AIM: On 28 February, [REDACTED], Chief, Insurance Branch, spoke to DDA Project AIM candidates and interested applicants in the Headquarters auditorium. This talk provided information on the Office of Personnel's AIM Insurance and Claims Assistant position.

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13. (U/AIUO) Educational Aid Fund: To date, 209 EAF applications have been issued and 165 of these were issued to dependent students who had not previously applied. April 1 is the cutoff date for receiving the applications.

14. (U) Blood Donor Day: Blood Donor Day was held Tuesday, 7 March, with 153 units being taken. This compares with 162 units donated in March 1977.

15. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Intelligence Awards: On 13 March, the Director will present eight Studies in Intelligence Awards to individuals who, in the opinion of the Studies in Intelligence Editorial Board, contributed the most noteworthy articles to that publication.

(2). (U) Good Friday Services: On 24 March, Good Friday, religious services in the Headquarters auditorium will be as follows: 11:00 Catholic; 12:30 Protestant.

(3). (U/AIUO) Agency's Military Reserve Meetings:

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a. [REDACTED] from the Directorate of Plans and Policy, Defense Intelligence Agency, will speak to the members of the Agency's Military Reserve Unit on 13 March 1978 on the subject, "Pacific Command." The meeting will be conducted in the auditorium at 1745 hours.

b. On 20 March 1978, Captain John L. Butts, US Navy, Assistant Chief of Staff for Intelligence CINCLANTFLT, will address our Military Reserve Unit on the subject of their mission and organization.

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Att

Dist:

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S-E-C-R-E-T

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S E C R E T

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (1 - 8 March 1978) (U/AIUO)

(S) The following rehired civilian annuitant case was approved for extension by the Deputy Director for Administration:

DDO

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- Independent Contractor, SE Division
one-year extension

S E C R E T

E2 IMPDET

CL BY: 063837